

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I. Position Title: Public Works Staff Engineer (E.I.T. & P.E.)

<u>Revision Date:</u>	08/06
<u>EEO Function:</u>	30508
<u>EEO Category:</u>	Professional
<u>Status:</u>	Exempt (Prof)
<u>Control No:</u>	30508

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the City Engineer, performs general civil engineering functions regarding capital improvement and transportation design, project management and civil engineering functions.

III. Essential Duties

- Design of capital improvement projects pertaining to road and geometrics, storm drainage, culinary water, etc.
- Technical support and planning for capital improvements designs and transportation needs of the City.
- Act as general project manager for assigned capital improvement projects.
- Review residential home placement/grading plans for 30% slope issues, grading, retaining walls and other general engineering requirements.
- Assist City Surveyor as needed for field surveys.
- Performs Computer Aided Design (CAD).
- Respond to citizen complaints pertaining to city operations.
- Perform paperwork related to contract preparation, change orders, and disclosures.
- Maintain and update the City's Standard Specifications and Details for Municipal Construction.
- Maintain department and office paperwork and reports

IV. Marginal Duties

- Deal with phone calls and walk-in public.
- Perform other duties as assigned.

V. Qualifications:

**Education/Certification:** Staff Engineer EIT requires a Bachelors degree in Civil Engineering and an EIT certification. Staff Engineer PE requires a Bachelors degree in Civil Engineering, and a State of Utah Professional Engineers license. Valid Utah Driver's License required upon hire.

**Experience:** Staff Engineer EIT is an entry level position. Staff Engineer PE requires four years of experience in civil engineering design and/or construction with progressively increasing responsibilities. May substitute any equivalent combination of education or experience.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** General principles of civil engineering, computer operations; variety of City ordinances regarding subdivisions, zoning, hillside, water, and traffic control devices, survey methods, etc.

**Responsibility for:** Correct judgement. Non compliant design, or the approval thereof could be the cause of accidents bringing injury and death to citizens as well as legal action against the City; great responsibility for the

care, condition, and use of materials, equipment, money, and tools.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions; requires a well developed sense of strategy and timing; ability to deal well with upset and irate people.

**Tool, Machine, Equipment Operation:** Regular use of a City vehicle, computer, and printer; frequent use of survey equipment and Auto CAD.

**Analytical Ability:** Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision.

VI. Working Conditions:

Great mental effort is required daily; a constant amount of seeing is required; constant talking and hearing is necessary to deal with the public, employees, and other City personnel; a great amount of pressure and fatigue is present during an average work day; moderate exposure to overtime; frequent field work and exposure to traffic and construction site hazards; frequent wet and/or humid conditions; frequent exposure to excessive noise and/or vibration.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior